

**ROUTING AND TRANSMITTAL SLIP**

Date

25 APR 86

| TO: (Name, office symbol, room number, building, Agency/Post) | Initials | Date        |
|---|----------|-------------|
| 1. EXO/DDA  | BU       | 25-4        |
| 2. ADDA   |          | 25 APR 1986 |
| 3. DDA  |          | 25 APR 1986 |
| 4.  |          |             |
| 5. DDA REG  |          |             |

| Action       | File                 | Note and Return  |
|--------------|----------------------|------------------|
| Approval     | For Clearance        | For Conversation |
| As Requested | For Correction       | Prepare Reply    |
| Circulate    | For Your Information | See Me           |
| Comment      | Investigate          | Signature        |
| Coordination | Justify              |                  |

**REMARKS**

CC: EACH DA OFFICE DIRECTOR  
 DA/MS  
 DA/PLANS ] DONE 4/25/86  
 SSA/DDA JOYCE  
 DDA/CMS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

|  |                |
|--|----------------|
| FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg. |
|  | Phone No.      |

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

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|                    |
|--------------------|
| Executive Registry |
| 86-1826            |

25 April 1986



MEMORANDUM FOR: Executive Director  
Director, Intelligence Community Staff  
✓ Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Inspector General  
Comptroller  
Director, Office of Congressional Affairs  
Director, Office of Public Affairs  
Vice Chairman, National Intelligence Council  
Executive Secretary  
Administrative Officer, DCI

DDA/REG  
FILED 1-4

FROM: Deputy Director of Central Intelligence

SUBJECT: Director, DCI/DDCI Executive Staff

1. The DCI has recreated the above position to coordinate support for the two of us.

Included in the responsibilities of this position are:

- Supervision of the DCI/DDCI Staff.
- Coordination of briefing material for NSC/NSPG, SIG and other meetings involving Cabinet officials, including the weekly meetings with the Secretaries of State and Defense and the President's National Security Advisor.
- Preparation of DCI/DDCI Congressional testimony.
- Undertake and/or oversee special tasks as assigned by the DCI or DDCI.

2. Effective Monday, 28 April 1986, [redacted] will assume this position. [redacted] will be located in 7D6015 Hqs. He can be reached on extension [redacted]

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CL BY Signer  
DECL OADR

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3. This new position also should make it easier for you to obtain clarification of tasking and decisions.



Robert M. Gates

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